MY COMPUTER CLASS

- A computer is a great invention of the modern technology. It is generally a machine which has capability to store large data value in its memory. Computer works using input (like keyboard) and output (like printer) devices. It is very simple to handle the computer as its functioning is so common that a child can handle it.
- It is a very reliable device which we can carry with us and use anywhere and anytime. Computer allows us to make changes in the already stored data as well as store new data. It is a new technology which is used in offices, banks, educational institutions, etc.

Computer Skills:-

- Analytics
- Social media
- Graphic design
- Microsoft Office
- Spreadsheets
- Email communication
- Marketing automation
- Data visualization

Why are computer skills important?

- Most jobs now require the use of computers, mobile devices or software applications in some capacity. Some employers require prior knowledge or experience with specific applications, while others offer on-the-job training. If you have a working knowledge of commonly used software, you may be able to more easily learn how to use new programs. Whether you're employed in customer service, manufacturing, food service or tech, employers use computer applications to automate certain tasks, streamline communication and more. Candidates with computer skills are highly sought-after due to the increase of technology in the workplace. You can showcase your computer skills by identifying computer-related requirements on job postings and explaining on your resume how you meet or exceed those requirements with past experience.

Hard Skills: -

- Bilingual or multilingual
- Database management
- Adobe software suite
- Network security
- SEO/SEM marketing
- Statistical analysis
- Data mining
- Mobile development
- User interface design
- Marketing campaign management
- Storage systems and management
- Programming languages (such as Perl, Python, Java and Ruby)

Hard skills are technical knowledge or training that you have gained through any life experience, including in your career or education.

Soft Skills: -

- Integrity
- Dependability
- Effective communication
- Open-mindedness
- Teamwork
- Creativity
- Problem-solving
- Critical thinking
- Adaptability
- Organization
- Willingness to learn
- Empathy
- Soft skills are personal habits and traits that shape how you work, on your own and with others.

A diploma in Computer application course is specially designed for students who have appeared their SEE and +2 exams and want to develop a good understanding in multiple areas of Computer. This 6 months course is designed in such a way that it gives knowledge about computer right from the basics like working with MS. Office and takes you towards web development. This course will help students to understand multiple technologies and later on they can decide which area to choose to develop a career path.

➢ **Objective of Diploma in Computer Application for SEE and +2 students:**

- Get advantage of learning in a conducive environment with peers from same level
- Learn from industry experts in a friendly environment
- Learn multiple technologies during the course right from the basics of computer to programming and database
- Get involved in projects with continuous supervision
- Get opportunity to learn in well equipped lab with high speed internet facility
- Get internship opportunity after the successful completion of the training
- Certify your knowledge with our course completion certificate
- Provide a strong foundation for further studies in IT

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COMPUTER DIPLOMA COURSE

- TALLY
- WEB DEVELOPMENT
- GRAPHCS DESIGNING
- C, C++, JAVA
- PYTHON PROGRAMMING
- DIGITAL MARKETING
- PHOTOSHOP
- CYBER SECURITY
- ARTIFICIAL INTELLIGENCE
- NETWORKING BASIC
- BASIC ELECTRICIAN
- MS-OFFICE PACKAGE